

<b>Title</b>	<b>Stipend</b>		
<b>Classification</b>	Administrative	<b>Oversight &amp; Responsibility</b>	Office of the VP & CFO; Human Resources
<b>Category</b>	Human Resources & Employment	<b>Effective Date</b>	2018 Apr 09
<b>Approval</b>	Executive	<b>Policy No</b>	1059

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

**NOTE:** The most up-to-date versions of our policies are posted on the policy & procedure website. If you've printed this policy, check the website to be sure you have the current version.

The following criteria must be met prior to approving any additional duties that result in an associated stipend for teaching and/or program development work at Royal Roads University (RRU). This does not apply to outside professional activities that a faculty member may be engaged in, with the prior written approval of the Vice-President Academic, in accordance with Article 25.3.

1. When additional duties that result in an associated stipend are available to be performed, such work should normally be advertised across the relevant faculty/school/division or campus in a transparent manner.
2. Prior to a faculty member or staff member performing additional teaching and/or program development work that result in an associated stipend, there must be prior written approval by the employee's immediate supervisor using the Stipend Request Form. In the case of a faculty member, the School Director would review and make a recommendation to the Dean for approval.
3. In agreeing to additional work that results in an associated stipend, the faculty/staff member acknowledges that this additional work is beyond the normal expected workload for his/her position.
4. Prior to approving additional duties that result in an associated stipend, it is important that the supervisor review the employee's normal workload (such as teaching, research, and service for a faculty member) and determine if the work is indeed additional to what is his/her normal expected workload. The supervisor must assess if the faculty/staff member is satisfactorily fulfilling all his/her normal expected workload. The supervisor must also ensure that the undertaking of additional work that results in an associated stipend will not interfere or jeopardize the faculty/staff member's ability to perform the normal expected workload or when it is performed. If these conditions are not met, additional duties resulting in an associated stipend shall not be approved. Additional work resulting in an associated stipend must occur when the employee is not engaged in his/her normal expected workload for which he/she is receiving his/her annual salary. Such work would normally be undertaken after regular hours (or at times that don't conflict with normal expected workload).
5. Additional work shall not normally exceed \$15,000 in any fiscal year and should not be reoccurring in nature.
6. Additional teaching duties are paid in accordance with these guidelines and the approved RRU associate faculty contract rates (RRU log-in required). These rates are reviewed annually and may be subject to change.

This Stipend policy and request form applies to all areas, including additional work that may occur in Professional Continuing Studies (PCS). Non-credit additional teaching such as PCS may be paid on a per learner basis, per diem basis, or flat rate, as determined by the Program Area.

## Related Documents and Information

### Related Other Sources

- [Stipend Request form](#)

## Review and Revision History

Date	Action
2013-Jan-01	Approved by Executive
2018-Apr-09	Revised; current published version
2021-Oct-15	Transfer to new template – no content change
<b>Next Review</b>	
2021-Apr-09	For review